NETWORK ADMINISTRATOR

PURPOSE: Manage and maintain network performance to enable users to maximize productivity.

FUNCTIONAL AREAS: Under general supervision:

1.   Manage network infrastructure**.**

*   A.   Install configurations and updates to the network infrastructure (switches, routers, servers, etc.) to maintain connectivity throughout the network to all locations.

       B.   Install, maintain, and update equipment, operating systems, upgrades, and patches.

*   C.   Maintain the City's intranet and internet connections and make recommendations regarding changes and/or improvements.

       D.   Administer and maintain the City's e-mail system.

*   E.   Troubleshoot networks, systems, and applications to identify and correct malfunctions.

*   F.   Configure, install, and maintain communications hardware and software.

       G.   Analyze network utilization, availability, and future needs, and make recommendations to management on technical modifications and/or enhancements to network facilities.

*   H.   Provide and maintain written documentation of network configuration and backup procedures.

2.   Implement and monitor network security.

*   A.   Install and maintain firewall protection.

       B.   Implement and maintain password requirements for network access.

*   C.   Maintain virus and spam control systems.

       D.   Maintain user database by adding, deleting, or changing user names as necessary.

*   E.   Develop and maintain directory level security for offices and other groups of network users to prevent unauthorized access to data.

3.   Create and maintain network data storage and retrieval systems.

*   A.   Monitor available space on network volumes and move, delete or organize accordingly to maintain adequate disk space for network operations.

*   B.   Perform routine backups and archival of files stored on the network to assist in recovery efforts.

*   C.   Develop and test disaster recovery procedures to protect against catastrophic circumstances or other hardware failures in all network components.

4.   Perform related duties.

      A.   Assist users with questions and/or problems regarding available network resources.
      B.   Alter and configure network equipment to meet changing user needs.
      C.   Maintain up-to-date knowledge of the latest technology.
      D.   Perform related tasks as required.

JOB REQUIREMENTS

Education & Experience Requirements

†   A.   Graduation from a two-year college with a degree in computer information systems, plus four years of progressively responsible, verifiable experience in systems development, including at least two years of full-time experience in network design, implementation, and maintenance; OR five years of full-time, verifiable experience in network design, implementation, and maintenance; OR a combination of verifiable education and experience equaling five years which demonstrates possession of the knowledge, skills, and abilities listed below.

Knowledge Requirements

†   A.   Knowledge of the principles and techniques of personal computer operating environments.
†   B.   Knowledge of computer systems, office automation, and computer hardware and software applications.
†   C.   Knowledge of networking concepts including bridges, routers, and local and wide area networking protocols.
†   D.   Knowledge of computer and network security systems, applications, procedures, and techniques.
†   E.   Knowledge of installation and maintenance procedures for network operating systems such as Novell NetWare, Windows, Linux, Unix, etc.
      F.   Knowledge of data and file management techniques.
†   G.   Knowledge of communications equipment (voice, video, telemetry, etc.)

Skill Requirements

†   A.   Skill in the configuration, installation, and maintenance of local area network hardware and software.
†   B.   Skill in analytical problem solving.
†   C.   Skill in identifying and troubleshooting hardware and software computer system malfunctions and operational problems related to the network.

     D.   Skill in communicating technical information logically and accurately in oral and written forms.

     E.   Skill in the organization and storage of large volumes of data.

<u>Ability Requirements</u>

	A.	Ability to gather, analyze, and organize information.
†	B.	Ability to enter data into a computer workstation.
†	C.	Ability to read, analyze and interpret technical diagrams and written procedures.
	D.	Ability to effectively communicate on a one-to-one basis and with groups to obtain or provide information related to user needs.
	E.	Ability to coordinate multiple tasks efficiently.
†	F.	Ability to establish and maintain effective working relationships with supervisors, co-workers, users, and other staff.
†	G.	Ability to occasionally stoop, crouch, recline, climb ladders and reach above shoulder height when installing equipment.
†	H.	Ability to occasionally lift and carry equipment weighing up to 50 pounds.
†	I.	Ability to sit for extended periods.
†	J.	Ability to attend work on a regular basis.

* Essential functions of the job

† Job requirements necessary on the first day of employment

Anlst: JA	Class: 3215	Union: Basic	Pay: 137	CSB: 20080313
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